

Applications are now being accepted for the following enlisted position. Questions concerning contents of this notice may be directed to your unit or SFC Mark Poncelet, 605-737-6336.

Duty Location: Rapid City, SD
Unit Designation: 109th RSG
Military Grade: Not to Exceed SFC/E7
Duty Position: Operations Law Non-Commissioned
Duty MOS: 27D4O
PARA/LINE: 109-03 #03145421

General Eligibility Requirements: This announcement is open to all interested E6 and E7 Soldiers in the SDARNG. Must comply with AR 600-9 and have a current passing APFT within twelve months. Soldier must be able to attend 27D MOSQ course if not DMOSQ. Soldier must meet all requirements of AR 600-8-19 para 7-4 for selection and any additional requirements for pin-on of rank.

Physical demands rating and qualifications for initial award of MOS.

- (1) A physical demands rating of light.
- (2) A physical profile of 222121.
- (3) Qualifying scores.
 - (a) A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 107 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- (4) Successful display of typing a minimum of 25 words per minute (WPM) or with a typing test administered with industry-standard computer software (e.g. Mavis Beacon).
- (5) Must have, at a minimum, a General Equivalency Diploma (GED).
- (6) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
 - (a) Requirements for a SECRET eligibility is effective 1 June 2005 for all new accessions into MOS 27D.
 - (b) Requirement for a SECRET eligibility is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.
- (7) The Soldier must be a U.S. citizen.
 - (a) Requirements to be a U.S. citizen is effective 1 June 2005 for all new accessions into MOS 27D.
 - (b) Requirement to be a U.S. citizen is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.
- (8) No court-martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).
- (9) No record of civil conviction other than minor traffic offenses. (Minor non-traffic offense civil conviction waivable by HQDA (AHRC-EPM-A), with OTJAG approval.)
- (10) No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (AHRC-EPM-A) with OTJAG approval.)
- (11) No pattern of undesirable behavior as evidenced by civilian or military record.
- (12) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (13) Formal training (completion of full 10 week, 3 day, MOS 27D course, 512-27D10, conducted under the auspices of the U.S. Army Quartermaster School, Paralegal Specialist Course) mandatory for all Soldiers. Prior service as a paralegal in sister services does not meet required Army paralegal qualifications. Active Component: available only to SPC(P) and below. Those promoted after the day of reenlistment/reservation will be trained. For Active Component only, waivers may be granted for SGTs

through SSG non-promotable. Army Reserve and National Guard: Available only to SGT and below. For Army Reserve and National Guard only, waivers may be granted for SSG through MSG. All requests for waiver may be submitted to OTJAG, Regimental Command Sergeant Major, ATTN: DAJA-RCSM.

(14) Paralegal certification by The Judge Advocate General (TJAG), per Army Regulation (AR) 27-1, Judge Advocate Legal Services.

Duty description: Supervises the operation of an installation legal office or section of a major command legal office. Plans, task-organizes, and provides logistical support to subsections. Coordinates the requisition and assignment of installation paralegal specialists/NCOs. Develops and implements installation training of paralegal specialists/NCOs.

Special Information: This announcement does not constitute a commitment to fill the position. Applicants are encouraged to review incentive contracts for any effects that selection of this position might have.

Application and Selection Procedures:

a. Submit your applications via email to mark.c.poncelet.mil@mail.mil. Applications must be received no later than the closing date of this notice. Enter the notification number located at the top of this announcement in the subject line of the email.

b. Mobilized Soldiers may apply by e-mailing a completed application to mark.c.poncelet.mil@mail.mil. E-mail must be dated no later than the closing date of this notice. Mobilized Soldiers may request copies of missing required documents be emailed to mark.c.poncelet.mil@mail.mil. Contact your current unit for any required documents.

c. Interested members may apply by submitting, the following:

- (1) Copy of ERB
- (2) Copy of last three (3) NCOER's (if applicable)
- (3) Complete biographical information (Resume) - attached
- (4) Copy of current MEDROS IMR
- (5) DTMS ITR including current APFT and HT/WT
- (6) DA 4187 vacancy approval (attached)

d. Equal Employment Opportunity: The South Dakota National Guard is an Equal Opportunity Employer. Selection will be made without regard to race, religion, color, national origin, sex, political affiliation, or age. Eligibility must be consistent with assignment policies. Selection will be made from those applicants' determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.

e. Applicants may be subject to personal interview upon notification of time and place. Necessary travel is at applicants own expense. Inquiries concerning specific aspects of the duty position should be directed to SFC Mark Poncelet, 605-737-6336.

BIOGRAPHICAL SUMMARY

PERSONAL INFORMATION:

NAME: (LAST, FIRST, MIDDLE INITIAL)

HOME ADDRESS:

HOME TELEPHONE NUMBER:

CIVILIAN EMPLOYER INFORMATION:

CURRENT EMPLOYER:

BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES:

BUSINESS TELEPHONE NUMBER:

CIVILIAN EDUCATION:

MILITARY ORGANIZATION INFORMATION:

PRESENT UNIT OF ASSIGNMENT:

PRIMARY MOS:

DUTY MOS:

PRESENT GRADE OF RANK:

DATE OF RANK:

YEARS OF SERVICE:

MILITARY EDUCATION:

SIGNIFICANT EXPERIENCE: